

# **Special Notices**

Disadvantaged Business Enterprises

IDOT Proposals Authorization to Bid Requests

Small Business Set-Asides

Subcontractor's Registration

## Subcontractor Registration

Subcontractors interested in participating on contracts are required to register with the Department. Prequalified contractors, material suppliers and trucking companies are **NOT** required to register. Subcontractors can register electronically at the Department's web site, <http://www.dot.il.gov/>. At the home page click on "Doing Business". The subcontractor registration form is listed under Contractor Services. The registration form requires minimal information and can be completed in minutes. Confirmation, along with a registration number, will be received by e-mail in 1-2 days. Registration is valid for one year and will then require renewal. Questions may be addressed to the Prequalification Section, Bureau of Construction.

Phone: (217) 782-3413

E-mail: [Michael.Copp@illinois.gov](mailto:Michael.Copp@illinois.gov)

# Special Notice Regarding IDOT Proposals, Authorization To Bid & Requests For Plans & Proposals

## ABOUT IDOT PROPOSALS

All Proposals issued by IDOT are potential bidding proposals. Each proposal contains all Certifications and Affidavits, a proposal signature sheet and a Proposal Bid Bond required for Prime Contractors submit a bid after written AUTHORIZATION TO BID has been issued by IDOT. A Proposal Bid Bond and Authorization To Bid are not required on items designated as Small Business Set-Aside.

## ABOUT AUTHORIZATION TO BID (Not required for Small Business Set-Asides)

**WHO CAN BID?** Bids will be accepted from only those companies that **request and receive** written **Authorization to Bid** from IDOT. To request authorization, a potential bidder must complete and submit Part B of the Request for Authorization to Bid/or Not For Bid Status for ([BDE 124INT](#)).

**WHAT CONSTITUTES AUTHORIZATION TO BID?** When a prospective prime bidder submits a "Request for Proposal Forms and Plans" he/she must indicate at that time which items are being requested for bidding purposes. Only those items requested For Bidding will be analyzed. After the request has been analyzed, the bidder will be issue a **Proposal Denial and/or Authorization Form** that indicates which items have been approved for Bidding. If **Authorization to Bid** cannot be approved, the **Proposal Denial and/or Authorization Form** will indicate the reason for denial.

**FIRMS UNSURE AS TO AUTHORIZATION STATUS?** Firms that have not received an authorization form within a reasonable time of complete and correct original document submittal should contact the department as to status. This is critical in the week before the letting. These documents must be received by three days before the letting date. Firms unsure as to authorization status should call the Prequalification Section of the Bureau of Construction at 217/785-7927.

## ABOUT REQUESTS FOR PLANS & PROPOSALS

The request form used for ordering plans and proposals, form [BDE 124INT](#) , has been designed to provide better communication between requesters and IDOT personnel who are responsible for processing plan and proposal orders. If requesters follow the instructions printed on the reverse side of the form, it will help save time, eliminate errors and expedite the processing of requests.

Requests for plans and proposals will not be honored unless submitted on the proper form, a copy of which is included in this issue of the Transportation Bulletin.

### NOTICE

NO AUTHORIZATION TO BID WILL BE ISSUED UNTIL A **COMPLETED PART B OF FORM BDE 124INT** AND THE **ORIGINAL** AFFIDAVIT OF AVAILABILITY HAS BEEN FILED WITH THE CENTRAL BUREAU OF CONSTRUCTION. FOR SMALL BUSINESS SET-ASIDES, THE AFFIDAVIT OF AVAILABILITY IS NOT REQUIRED.

# **SPECIAL NOTICE**

## **SMALL BUSINESS SET-ASIDES**

Several items on this Letting are designated as small business set-asides. In accordance with Section 45-45 of the Illinois Procurement Code and the rules of the Department, only bids from qualified small businesses will be considered for award. No construction business is a small business if its annual sales and receipts exceed \$10,000,000.

To encourage maximum competition, these small business set-asides are open bidding items. In accordance with the rules of the Department, prequalification is waived for these items. All bidders, including those correctly prequalified by the Department, are required to submit with the bids a Qualification and Equipment Inventory Certification Form. The form is included with the proposal and bidding documents.

Please see the list of items elsewhere in the Bulletin. There will Small Business Set-asides on future Lettings as well.

Authorization to bid is not required; however, firms wishing to be listed on the For Bid list should so indicate by sending a Request For Authorization To Bid/or Not For Bid Status (form BDE 124INT).

If you have any questions please contact Jim Duncan at 217-782-7806.

## SPECIAL NOTICE REGARDING DISADVANTAGED BUSINESS ENTERPRISE PARTICIPATION

SEPTEMBER 22, 2006 LETTING

### 1. Special Provision – “Disadvantaged Business Enterprise Participation”

The proposals for the following items contain the Special Provision “Disadvantaged Business Enterprise Participation”. **It is the responsibility of each bidder to determine the results of the letting and for the "as read" low bidder to submit a DBE Utilization Plan (Plan), Form SBE 2026, to the Department within 7 working days after the date of the bid opening** as required by the Special Provision. Forms for the submittal of the Plan are available in each district's Bureau of Construction office or by calling the Department's Bureau of Small Business Enterprises at (217) 782-5490. Plans are to be submitted to the Illinois Department of Transportation, Bureau of Small Business Enterprises, Harry R. Hanley Building, 2300 South Dirksen Parkway, Room 319, Springfield, Illinois 62764. **Failure to submit a plan within 7 working days may be cause for rejection of the bid as not responsive and may subject the bidder to a penalty.**

The Bureau of Small Business Enterprises maintains a Disadvantaged Business Enterprise Directory (Directory) of certified Disadvantaged Business Enterprises (DBEs) for the purpose of providing a reference source to assist bidders in meeting the requirements of the Special Provision. **Only those firms certified as of the letting date may be included in the Plan.** You can view and download the most current listing of DBE firms/work categories at <http://www.dot.il.gov>. Those who need a printed copy must contact the Bureau of Small Business Enterprises at (217) 782-5490.

Prime contractors may contact the individuals/consultants in #2 for information regarding available DBE firms. For assistance in meeting OJT and EEO goals, contractors may contact the consultants in #3. The complete listing of DBE, OJT and EEO consultants is available on IDOT's web site under Small Business Enterprises.

ITEM - %	ITEM - %	ITEM - %	ITEM - %	ITEM - %
1X. 15.00% DBE	2. 10.00% DBE	2X. 12.00% DBE	3X. 18.00% DBE	4. 6.00% DBE
4X. 18.00% DBE	5. 5.00% DBE	6. 9.00% DBE	7. 12.00% DBE	8. 10.00% DBE
9. 16.00% DBE	10. 18.00% DBE	12. 12.00% DBE	22. 20.00% DBE	23. 8.00% DBE
25. 5.00% DBE	27. 18.00% DBE	28. 15.00% DBE	29. 10.00% DBE	30. 18.00% DBE
31. 8.00% DBE	32. 8.00% DBE	33. 6.00% DBE	34. 10.00% DBE	35. 12.50% DBE
36. 3.00% DBE	37. 10.00% DBE	39. 3.00% DBE	40. 12.00% DBE	41. 2.00% DBE
43. 3.00% DBE	44. 3.00% DBE	46. 15.00% DBE	47. 10.00% DBE	48. 12.00% DBE
49. 12.00% DBE	52. 18.00% DBE	53. 15.00% DBE	56. 5.00% DBE	57. 10.00% DBE
59. 3.00% DBE	1LR. 9.00% DBE			

### 2. DBE DIRECTORY

Pursuant to the requirements of the federal regulations, all state transportation agencies that receive federal-aid funds are required to implement a “one-stop” certification process for DBEs. As a result of this requirement, the Department, together with the City of Chicago, CTA, Metra and Pace, has established the Illinois Unified Certification Program (IL UCP).

The IL UCP maintains a Directory to provide a reference source to assist bidders/proposers in meeting DBE contract goals. The Directory lists the DBE-certified firms in alphabetical order with their address, contact information and specialty of work. It is the responsibility of the prime contractor/consultant to make his/her own determination regarding the capability of a DBE firm. Only those firms certified as of the letting date/bid opening may be utilized in meeting a DBE contract goal.

### 3. Supportive Services Consultants

The Bureau of Small Business Enterprises administers the federal DBE program and ensures that external Equal Employment Opportunity, On-the-Job Training and Labor contract requirements are met. The goal of the Department's Supportive Services program is to provide assistance that fosters opportunities for DBE firms and minority and female individuals to participate in the Department's transportation-related contracts.

The following consultants have contracts to provide supportive services assistance. These services are provided at no charge to the Department's DBE firms, to those firms seeking Department DBE program certification, and to Department prime contractors.

**Business Development Assistance** - DBE firm recruitment, certification application assistance, business plan orientation workshops, business plan reviews and updates, bonding and financing, technology, marketing strategy, networking with prime contractors and expanding business opportunities.

#### Districts 1 - 3 (contract period 5/24/06 – 5/31/07)

Mr. Lancert A. Foster, Vice President  
Ralph G. Moore & Associates  
211 West Wacker Drive, Suite 1050  
Chicago, IL 60606  
Phone: 312/419-1911  
Fax: 312/419-1918

**Districts 4 - 9** (contract period 5/24/06 – 5/31/07)

Mr. Victor Wicks, Project Director  
Wicks Construction Services  
5615 State Street  
E. St. Louis, IL 62203  
Phone: 618/394-0260  
Fax: 618/394-0577

**Technical Assistance** – training and assistance in estimating, bidding, negotiations, technical tasks, reading specifications and plans, developing Unit (Metric) conversions and production schedules, procuring materials and supplies, and preparing required reporting forms and documentation; developing and managing subcontractor relationships, project staff development and project management.

**Districts 1 - 3** (contract period 5/24/06 – 5/31/07)

Mr. Gerardo Rangel, Project Director  
Hispanic American Construction Industry Association  
901 West Jackson, Suite 205  
Chicago, IL 60607  
Phone: 312/666-5910  
Fax: 312/666-5692

**Districts 4 - 9** (contract period 5/24/06 – 5/31/07)

Mr. Victor Wicks, Project Director  
Wicks Construction Services  
5615 State Street  
E. St. Louis, IL 62203  
Phone: 618/394-0260  
Fax: 618/394-0577

**Equal Employment Opportunity / On-the-Job Training** - recruit and screen applicants, work with prime contractors to secure placement of trainees, conduct site visits, provide assistance with necessary work-related clothing, boots and tools; prepare required reporting forms and documentation; regular outreach with communities, organizations, contractors and other transportation stakeholders.

**Districts 1 and 8** (contract period 6/13/06 – 6/12/07)

Ms. Victoria Banks, Vice President  
United Services of Chicago, Inc.  
330 East 37th Street  
Chicago, IL 60653  
Phone: 773/624-5000  
Fax: 773/624-5090

**Districts 2, 3, 4, 5, 6, 7 and 9** (contract period 5/24/06 – 5/31/07)

Ms. Betty Z. Taylor, Executive Director  
Betty Z. Taylor & Assoc.  
150 Pleasant Hill Road, Suite 217  
Mailing address: P.O. Box 2692  
Carbondale, IL 62902  
Phone: 618/453.6267  
Fax: 618/453.6274

**Targeted Assistance** – provide business development and technical assistance to DBE firms in District 4, monitor the progress of the local DBE firms, recruit local minority firms into the DBE program, develop and manage contractor relationships, establish outreach and partnering efforts to increase minority contractor involvement, and develop targeted programs for participating DBEs which increase their capacity and competitiveness in the District 4 area.

**District 4** (contract period 4/06/06 – 3/31/07)

Mr. Larry D. Ivory, Project Manager  
Peoria Black Chamber of Commerce  
331 Fulton Street, Suite 540  
Peoria, IL 61602  
Phone: 309/672-1365  
Fax: 309/672-1379

**Note:** The Targeted Assistance contract for District 8 has not been awarded to date. If you have any questions, please contact Mark Bennett, Manager, Contract Compliance Section, at 217/785-7526.

#### 4. DBE Financial Institutions

It is the policy of the Department to investigate the full extent of services offered by financial institutions owned and controlled by socially and economically disadvantaged individuals in the community, to make reasonable efforts to use these institutions, and to encourage prime contractors on federally funded contracts to make use of these institutions.

As of March 31, 2006, the list of Minority Depository Institutions in Illinois are as follows:

1. American Metro Bank ..... Chicago
2. Banco Popular North America ..... Westmont, Melrose Park, Chicago,  
..... Aurora, Prospect Heights, River Grove
3. Citizens Bank & Trust Company of Chicago ..... Chicago
4. Community Bank of Lawndale ..... Chicago
5. Foster Bank..... Chicago, Naperville, Niles
6. Highland Community Bank ..... Chicago
7. Illinois Service Federal Savings and Loan Assoc. .... Chicago
8. International Bank of Chicago ..... Chicago
9. Mutual Bank ..... Harvey, Naperville, Downers Grove,  
..... Westmont, Melrose Park, Aurora,  
Prospect Heights, River Grove
10. National Republic Bank of Chicago ..... Chicago
11. New Asia Bancorp (NAB Bank) ..... Chicago, Westmont
12. Pacific Global Bank..... Chicago
13. Premier Bank ..... Chicago, Wilmette
14. Seaway National Bank of Chicago..... Chicago, University Park
15. United Trust Bank ..... Bridgeview

## SMALL PROJECTS LISTING

The following items on this letting are designated as small business set-asides. In accordance with Section 45-45 of the Illinois Procurement Code and the rules of the Department, only bids from qualified small businesses will be considered for award. No construction business is a small business if its annual sales and receipts exceed \$10,000,000.

To encourage maximum competition, these small business set-asides are open bidding items. All bidders are required to submit with the bids a Qualification and Equipment Inventory Certification Form. The form is included with the proposal and bidding documents.

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The following items on this letting are small business projects designated to encourage the participation of **prequalified** small businesses and or **prequalified** Disadvantaged Business Enterprises. These items have up to 3,000 tons of bituminous products; however, the ownership of a bituminous plant is not required in accordance with 44 Illinois Administrative Code 650.70. These designated projects are open for bidding by any pre-qualified contractor with a Miscellaneous Bituminous Paving work rating, a Bituminous Aggregate Mixtures work rating or a Bituminous Plant Mix work rating. All other prequalification requirements are unchanged.

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